

THE PAWTUCKET HOUSING AUTHORITY

BOARD OF COMMISSIONERS REGULAR MEEETING

Fogarty Manor Community Room

Wednesday, April 15, 2009 AT 5:30 P.M.

AGENDA

- 1. Meeting called to Order**
- 2. Roll Call**
- 3. Resident and Public Concerns**
- 4. Approval of Minutes from Previous Meeting**
 - March 25, 2009- Monthly Meeting at 560 Prospect Family Development**
- 5. Correspondence**
- 6. Report of the Executive Director**
- 7. Section 8 Monthly Report**
- 8. Family Self Sufficiency Program (FSS)**
- 9. Consent Agenda- Department Reports**
 - Modernization**
 - Housing Management**
 - Finance**
 - Security**
 - Facilities Management**

- **Resident Services**

- **MASS Report**

- **Service Contract Log**

10. Executive Session

- **Approval of Past Executive Session Minutes**

- a. **March 25, 2009**

- **Personnel**

- a. **Management Aide Position**

- b. **General Office Assistant**

11. Other Business

- **Approval of 09/10 Operating Budget**

13. Adjournment

**The Board of Commissioners held its regular monthly meeting
Wednesday,**

March 25, 2009 in the 569 Prospect Community Room at 5:35 P.M.

for the following reasons:

- 1. Meeting called to Order**
- 2. Roll Call**
- 3. Resident and Public Concerns**
- 4. Minutes from March 19, 2008**
- 5. Approval of Minutes from Previous Meeting**
 - **February 12, 2009 - Monthly Meeting at Fogarty**
- 6. Correspondence**
- 7. Report of the Executive Director**
- 8. Section 8 Monthly Report**
- 9. Family Self Sufficiency Program (FSS)**
- 10. Consent Agenda - Department Reports**
 - **Modernization**
 - **Housing Management**
 - **Finance**
 - **Security**
 - **Facilities Management**
 - **Resident Services**
 - **MASS Report**
 - **Service Contract Log**
- 11. Executive Session**
 - **Union Negotiations**
 - Teamsters/Laborers**
 - **Pending Litigation**
 - **Union Grievances**
 - **Staff Positions**

12. Other Business

13. Adjournment

A motion was made by Chairperson Carrera to call the Board Meeting to order with a second by Vice Chairperson Rabbitt, with an affirmative vote by roll call vote:

Upon roll call the “Ayes” and “Nays” where as follows:

AYES	NAYS
	Chairperson Carrera
	Commissioner Condon
	Commissioner Monahan Absent
	Commissioner Goulet
	Vice Chairperson Rabbitt

The meeting was called to order by Chairperson Stella Carrera at 5:35 P.M.

Upon roll call those present and those absent where as follows:

Present	Absent
Stella Carrera, Chairperson	Hugh Monahan,
Commissioner	
Kevin Rabbitt, Vice Chairperson	
Harvey Goulet, Commissioner	
Agnes Condon, Commissioner	
Stephen Vadnais, Executive Director	

Jim Goff, Director of Housing
Maureen McNulty, Executive Secretary
Jim Ruthowski, Director of Security
Andy Hladyk, Maintenance Supervisor
Jim Castellucci, Architect
Joseph Montalbano, Attorney
Robert Williams, RSC
Derek Ventura, Painter
Jean Sliney, Property Manager
Robert Plouff, Electrician

Resident and Public Concerns

Chairperson Carrera asked everyone to stand up for one minute of silence for Roberta Lara who recently died. She spoke of her and how she loved the development here at Prospect. After the moment of silence, Chairperson Carrera opened the meeting to the residents of 560 Prospect asking the tenants to please voice any complaints or concerns that they may have to the Board. The first to speak was Rosa Sanchez through resident interpreter Gladys Castro. Rosa wanted to understand why one month was low and another high for her electric expenses. Mr. Goff said he did a comparison analysis and she was included in it. He said it was up to the residents to let us know what medical equipment they are using so we could adjust and reduce the cost of their electric bill. Constellation Energy will be coming out next week to speak with the tenants on cost savings. Director Vadnais said at a previous meeting here the residents stated

their concerns. Jim Goff did an analysis and about 70% of residents are not paying anything for electric use. Jean Sliney did go out to survey the residents and the Director said if any discrepancies occurred, we would handle them.

Vice Chairperson Rabbit wanted to know if Rosa had contacted Kerri Brown in the past on this issue. Jean said she did in November. Jim Goff said they did the same study last year. Vice Chairperson Rabbit wanted to know if the managers are getting involved and Jean Sliney said this was looked into in 2008. The electric consumption was a concern then and was responded to. Mr. Rabbitt is looking for better communication between the managers and the residents. If not, we need to correct it. The Director will work with Jim Goff in checking on Rosa's medical documentation.

Resident Verdina asked if we could have someone speak Spanish at the Prospect office. Chairperson Carrera said maybe we could look into getting a grant for a bi-lingual person. Former resident Judith George would like a job as the bi-lingual person for Prospect Family Development. The Director asked her to give the housing authority her telephone number and we would get back to her.

Mrs. Santana's daughter asked about painting her mother's unit. The Director went out to the apartment to better understand the paint problems and conditions. He looked to see if they could get a transfer but, it wasn't a right fit. The unit does need painting. We

have some units in much worse condition that need to be painted. The Director noted that we are going to be bidding on a paint contract with a plan to take care of all units in one year. The Director said he be going out again to get a better understanding of the problems.

Mrs. Sanchez noted that the cameras are not working and also the lights. Something happened to her husband's car and she talked to John Montero. Jim Ruthowski, Security talked about a power surge as the electric company changed over power. During that time a group of youths damaged cameras on thirteen buildings. We could not identify them and we had no complaints from tenants. We are trying to rectify the problem. The Director wanted to know if a report was filed as we cannot always rely on the cameras. Mr. Ruthowski said to the resident pick up the phone and make a call to help the Authority when you see something wrong going on.

Mr. Sanchez asked how are going to control the noise level in summertime? Mr. Ruthowski has talked to the police. If they are not getting calls and complaints no one is being responsible. You need to make the call. They will come out and knock on the door and give out citations for people to go to court. You must bring it to the proper attention. Director Vadnais said the next day make sure you bring the information to the manager and security because we have a responsibility to stop it so people can enjoy their apartments. Chairperson Carrera said the tenants have to communicate and that this is your community and you must be united. Jacqueline spoke

further on security concerning children up late at night. Mr. Ruthowski said to call the policy. There is a city ordinance at 10:00 p.m. and they enforce a youth curfew. Vice Chairperson Rabbitt iterated that the following morning the Development Manager should be notified of the incident.

Washer and dryers were discussed and also the electric increases. Mr. Goff said he would look into this and that next week a meeting would take place on the electric conservation with Constellation Energy. The Director talked about the laundry contract and Vice Chairperson Rabbitt wanted to have Legal look at it. The Director said no dryers are allowed and no washers for new tenants because they create problems in the apartments such as mold, water diverted outside windows and the buildings were not built for them. Parking was addressed and Mr. Ruthowski talked about dense areas with limited parking spaces. There is enough parking but it is not adequate as it is not in front of everyone's individual door. Mr. Montero was working on more cars parked than there should be and we are addressing them one by one. The Director knows parking is a problem and he will be looking into it.

Mr. Rabbitt asked how many residents go to the monthly meeting. Only one responded. I don't understand that. If you work in groups you get things done. You meet twelve times a year that is how you get things done. The Director talked about the pot-luck last week and that we had small children attend and that was appropriate. A

discussion took place on how to get people to go to meetings. Mr. Rabbitt asked Gladys to get some ideas to get people here; work as a group and we would help. That is the way tenants would get things done. You seem to be frustrated and that way it would be much smoother. A conversation with the tenants continued on parking, limited amount of dryers and kitchen cabinets. Jean Sliney explained to the tenants how to call-in the work orders and the initial orientation that is conducted with each new tenant. The Director and Chairperson Carrera explained the work order procedure for the tenants during inspection and on a daily call-in basis. A medical note for Rosa Sanchez was requested to be addressed to Jean Sliney for processing. Vice Chairperson Rabbitt asked how many residents would be attending the monthly meetings with Gladys throughout the year. Three responded. This was the end of the Resident and Public concerns.

Correspondence

Chairperson Carrera asked if anyone had changes or objections to the correspondence. Chairperson Carrera asked the Director about corrections for the Five Year Plan. The Director replied that he called HUD and we have an extension. There were no further questions or objections to the correspondence.

Executive Directors Report

Chairperson Carrera asked if anyone had objections or questions to the Executive Directors Report. The Chairperson congratulated the

Director on giving the tenants here at Prospect the opportunity to meet with him and address their issues. That is very important.

Approval of Minutes of the February 12, 2009 Meeting

Chairperson Carrera asked if anyone had any questions or objections to the minutes of February 12, 2009. A note to make a correction to the March agenda that item #5 read the approval of the January 21, 2009 minutes. She then noted on page 9 to strike Commissioner Monahan's name from the roll as he was not present. There being no questions or concerns to the previous month's minutes, Vice Chairperson Rabbitt made a motion to approve the previous months minutes with the amendments. This was seconded by Commissioner Condon.

Upon roll call the "Ayes" and "Nays" where as follows:

AYES

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Commissioner Monahan Absent

Vice Chairperson Rabbitt

NAYS

Section 8 Monthly Reports

Chairperson Carrera asked if anyone had questions or objections to the Section 8 Monthly Report. Chairperson Carrera advised that

Commissioner Goulet will abstain from any discussion regarding the Section 8 Report. Vice Chairperson Rabbitt asked about the Section 8 waiting list. The Director said Mary Michalczyk was backed up with six thousand applicants and did not have a chance to do the report. We were inundated with returned mail.

There being no questions or concerns regarding the Section 8 Monthly Report a motion was made by Vice Chairperson Rabbitt and seconded by Commissioner Condon. Commissioner Goulet abstained from any discussion or participation in the roll call vote regarding the Section 8 Report.

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Monahan Absent

Vice Chairperson Rabbitt

Commissioner Goulet Abstain

FSS Report

Chairperson Carrera asked if there where any questions or objections to the FSS Report. The Chairperson asked if tenants on FSS were working part time and full time. Director Vadnais gave an affirmative yes. There being no further questions regarding the FSS Report a

motion was made by Vice Chairperson Rabbitt with a second by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Commissioner Monahan Absent

Vice Chairperson Rabbitt

Consent Agenda Department Report

• Modernization

Chairperson Carrera asked if there where any questions or objections to the Modernization Report. Commissioner Goulet asked for an update from Jim Castellucci on our fire alarm systems and the status.

Today Bob Plouff, Sheila Santos, Andy Hladyk, the contractor, the engineer and Jim met for their weekly meeting. The project is moving along. The fire department has requested additional smoke detectors above the ceilings and stairwells at Fogarty and Kennedy Manor. A special cable is being utilized in the attic at St. Germain. Jim said the project has stalled. Commissioner Goulet requested to know what the ‘stall’ was and was it because of the last few years that we did

something. Jim said things are now required by the fire department because of a preliminary inspection for smoke detectors that are not required by code. The fire department wants them in there. The drawings prepared by the former engineer did not include them. It was Gaskell Associates. The current engineer is finding these items as he goes along. The former fire department official who is no longer with the City required the Command Center for Kennedy be relocated. Another meeting with Captain Sisson was very helpful and he said we don't have to move it because it is not a Command Center. This was a month delay in the process. This should be done by the end of April. The base scope of work is basically done; basically everything on the drawings and more. Commissioner Goulet asked if these things that were added were suggested by the fire department. Jim stated most of them and the engineer are finding things that Gaskell missed. Commissioner Goulet asked about the electrical repairs at St. Germain Manor. The bid package is ready to go. A representative was in for three day and the job is ready to go out to bid. The Director said he is having a final review with the staff Friday morning. Mr. Castellucci said this process is about a 90-day process for total implementation of the project. If the weather holds out, it would be done faster. We are allowing them 90 days because we are giving the contractor a time-frame. A lot of coordination needs to take place with this project. The other half of that job is the hot water tanks and that will be going out at the same time with the electric upgrade.

- **Housing Management**

Chairperson Carrera asked if there were any questions or objections to the Housing Management Report. Vice Chairperson Rabbitt asked Mr. Goff about his report on Page 1. and the turnaround. Mr. Goff explained the transfers and how it brings up the numbers. This year's transfers and move-outs backed us up over the last five or six months.

- **Finance**

Chairperson Carrera asked if there were any questions or objections regarding the Finance Report. There were no questions for finance at this time.

- **Security**

Chairperson Carrera asked if there were any questions or objections regarding the Security Report. Commissioner Goulet wanted to know how Jim Ruthowski was finding cars at 560 Prospect. This was John Montero's work after a snow storm and these cars are from people who come in and don't leave. Commissioner Goulet asked about the report on the ex-boyfriend and vandalism. It looks like the police are responding quickly. Mr. Ruthowski said yes, we do get a decent response from them. Chairperson Carrera said that the warning on scams was good since it was in Spanish and English. She would like it in Portuguese as St. Germain has a Portuguese population. He agrees. Jim said this scam is pointed towards the elderly because they are targeted audience.

- **Facilities Management**

Chairperson Carrera asked if there were any questions or objections regarding the Facilities Management Report. Commissioner Goulet asked about Kennedy Manor and bedbugs. Whoever is in charge of Kennedy is doing a good job and also we had no calls on roaches. I have a question on 560 Prospect. What is “28 kitchens brought up to code?” Andy Hladyk said he has units with walls that should have been fire coded and were not. They were in violation. We are working with the fire department who said we don’t have to do it immediately. They said to take the kitchen cabinets down and replace with 5/8 inch sheet rock and put them back together at move-out time. Commissioner Goulet said that with the lead paint issues it gives you quite a bit of work. Andy replied yes.

- **Resident Services Report**

Chairperson Carrera asked if there were any questions or objections regarding the Resident Services Report. She asked about soccer registration and if the Boys & Girls Club charges our kids. Can we pay \$30 for the kids? The Director said he would look into it. Robert Williams said we had indoor soccer. The Boys & Girls Club is on sight the next week or two. We are in the process. Mrs. Carrera stated that the tenants have to be part of the association so you can say what you want for your children. Vice Chairperson Rabbitt said we come here every year and no one comes to the association meetings. Rob, we are looking for you to do a better job to get these

people organized with Gladys and get the people involved. Hopefully, next year we expect to see a lot of hands raised. If I don't, I am going to say Rob you didn't do a good job. Communicate and do something different. You have to organize. Jean Sliney spoke on the suggestion box for residents to put in a request. We cannot put anything in the mail box. We can only put a sticky on the box to get in touch with the tenant. Mr. Ruthowski asked if the electronic board is working. Rob Williams said our kiosks at Galego and Prospect has been out of whack for months now. Commissioner Goulet asked who is responsible for this and did you try to get it fixed. Rob said staff or probably me. Commissioner Goulet said not to just leave it broken. This seems very lackadaisical. Mr. Rabbitt said this device is out for four months now and you are the coordinator? Did you put a work order in? Rob said no. The Director said you have meetings at 3:00 pm in the afternoon with three people when the kids come home from school. The next meeting had fifteen people. Then we had a pot luck supper with thirty people. Don't just rely on the flyers. Let's get some energy. Jean Sliney said not many people came tonight. The Director said it is a start. Commissioner Goulet said if it is not successful we should save the money and put it somewhere else.

- **MASS Report**

Chairperson Carrera asked if there were any questions or objections regarding the MASS Report. There were no questions or objections to the MASS Report.

- **Service Contract Log**

Chairperson Carrera asked if there where any questions or objections regarding the Service Contract Log. Vice Chairperson Rabbitt asked Stephen if there was anything we needed to know on the service contract. Director Vadnais said no, we are working at trying to get them all current and we have a few requests for new business.

There being no additional comments, questions or concerns regarding the Consent Agenda Vice Chairperson Rabbitt made a motion to approve the report as submitted. A second was given by Commissioner Condon.

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Executive Session

Chairperson Carrera requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1 & 2. A motion was made by Vice Chairperson Rabbitt and seconded by Commissioner Condon with an affirmative vote by roll call vote:

Upon roll call the “Ayes” and “Nays” where as follows:

AYES NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Time in Executive Session 7:47 P.M.

**Motion to come out of closed meeting and seal the minutes,
accordance with RI**

**Law Sec. 42-46-4. A motion was made by Vice Chairperson Rabbitt
and seconded by Commissioner Condon, with an affirmative vote by
roll call:**

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Time out of Executive Session 8:12 P.M.

Personnel:

Approval of the hiring of the Executive Secretary position. A motion to approve Maureen McNulty for the Executive Secretary position was made by Commissioner Goulet and seconded by Vice Chairperson Rabbitt with an affirmative vote by roll call:

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Approval of the hiring of the Management Aide position. A motion to approve Pamela Manchester for the Management Aide position was made by Commissioner Goulet and seconded by Vice Chairperson Rabbitt with an affirmative vote by roll call:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Approval of the hiring of the Laborer's position. A motion to approve Eric Romani for the Laborer's position was made by Commissioner Goulet and seconded by Vice Chairperson Rabbitt with an affirmative vote by roll call:

Upon roll call the "Ayes" and "Nays" where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Other Business

Commissioner Goulet and Vice Chairperson Rabbitt related to the Board the positive impact their NAHRO Legislative trip had on then and the money the government was allocating to the Housing Authorities. The Director spoke on the problems in the developments and how to address them. He said these problems would take years to address and do it right. He mentioned the issues at Galego. We have to do a city-wide needs assessment for the useful life of the

buildings and what needs to be repaired. Stairwells are separating from buildings at Galego. Some buildings might be salvageable and some might not. We may have a better use of the land. If we have opportunities for money right now, let's focus on better projects that we know will have long-term liability. I did recommend the roof, fascia and gutters at Prospect. We need to take care of basics to make it livable. Vice Chairperson Rabbitt asked what our game plan would be. The Director said through grant writing. We have a potential grant writer who is good. On the Capital Improvement side we would need to hire someone for a physical needs assessment. A developer or a firm who just does that. The Director suggested a retreat in Newport and find out about Hope VI with Director Jim Reed. The working retreat will be on Friday, May 8, 2009 at the Newport Library. We need to find out how Newport went after the money for Hope VI. Mr. Rabbitt said there is money for Hope VI. The Director said there is \$20 MM to \$150 MM and there is nothing better to stimulate the economy than to build houses.

Approval of Resolution #940

Approval of the Resolution #940, Capital Fund Program (CFP) 2009 Stimulus.

A motion to approve Resolution #940 Capital Fund Program (CFP) 2009 Stimulus was made by Vice Chairperson Rabbitt and seconded by Commissioner Condon with an affirmative vote by roll call:

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Approval of Resolutions #941

Approval of the Resolution #941, Approving Calculation of Performance Funding System Operating Subsidy.

A motion to approve Resolution #941 Calculation of Performance Funding System Operating Subsidy was made by Vice Chairperson Rabbitt and seconded by Commissioner Condon with an affirmative vote by roll call:

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Approval of Castellucci, Gali Corporation for A/E Services

Approval of the time extension of the January 17, 2009 expiring agreement between Castellucci, Gali Corporation for A/E Services.

A motion to approve Castellucci, Gali Corporation for A/E Services was made by Vice Chairperson Rabbitt and seconded by Commissioner Condon with an affirmative vote by roll call:

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Approval to enter into contract with MacGray Laundry for providing laundry services, equipment and maintenance.

Approval to enter into contract with MacGray Laundry for providing laundry services, equipment and maintenance. This would be a five year contract with an increase expense of \$1 to wash and \$1 to dry laundry.

A motion to approve the contract with MacGray Laundry for

providing laundry services, equipment and maintenance. This would be a five year contract with an increase expense of \$1 to wash and \$1 to dry laundry was made by Vice Chairperson Rabbitt and seconded by Commissioner Goulet with an affirmative vote by roll call:

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Other Business

Vice Chairperson Rabbitt reminded the Commissioners to return their Conflict of Interest letter to the Rhode Island Ethics Commission. Executive Director Vadnais noted that this is a state law and the forms have to be sent in now. A discussion on the Rhode Island State laws for Commissioner’s was discussed and if a possible policy is set by The Housing Authority. The date for the retreat was discussed with the Commissioner’s and set for May 8, 2009 in Newport, RI. Vice Chairperson Rabbitt spoke on Paul Dolan an applicant who came to see him. He sent him to Mr. Goff who explained his place and the policy on the waiting list.

The Executive Director asked for a meeting on the stimulus package, The American Recovery and Reinvestment Act (ARRA) before April 10, 2009. The information on the stimulus package was presented. According to NAHRO this package should be passed as a resolution by The Housing Authority.

Approval of Resolutions #942

A motion to approve Resolution #942, The American Recovery and Reinvestment Act (ARRA) funding The Housing Authority of the City of Pawtucket for \$2,039,000 was made by Commissioner Goulet and seconded by Vice Chairperson Rabbitt with an affirmative roll call vote:

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

There being no further business Vice Chairperson Rabbitt made a motion to adjourn the Board of Commissioners meeting March 25,

2009. Commissioner Condon seconded the motion.

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan Absent

Adjournment at 8:48 P.M.